

NEW BUSINESS

LETTER TYPE	PURPOSE
Commendation and Closure	<ul style="list-style-type: none"> No violations are identified and reported in the audit summary. Violations are identified, but an overall commendation is warranted. Letter indicates commendation for overall performance during the audit and considers the audit cycle closed. No response is required from the agency.
Letter of Concern and Closure	<ul style="list-style-type: none"> Violations are identified, and the agency's response to the audit report adequately addresses the violation. Violations are identified on cycle zero information audits. Violations of <i>State NFF Qualification Requirements</i> are identified for Compact signatory states. Letter indicates that there is concern about specific violations and considers the audit cycle closed. Letter could also indicate commendation for specific achievements. No response is required from the agency.
Letter of Recommendation	<ul style="list-style-type: none"> Violations are identified and the agency's response to the audit report is inadequate. Violations are identified and the Sanctions Committee recommends that additional specific measures are taken by the agency. Letter could also indicate that there is concern about other violations or commendation for specific achievements. Response required from the agency for specific violations.

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Letter of Follow-up	<ul style="list-style-type: none"> Agency response to a "Letter of Recommendation" is inadequate. Agency fails to respond to a "Letter of Recommendation." Letter could indicate that the Compact Council may authorize the FBI to refuse requests for criminal history record checks for noncriminal justice purposes, or may request the Director of the FBI to take appropriate action. Letter could indicate that a failure to respond could lead to correspondence being sent to higher levels of authority within the state to resolve any issues. Letter could vary depending upon the particular circumstances.
Letter of Closure	<ul style="list-style-type: none"> Agency response to "Letter of Recommendation" or "Letter of Follow-up" adequately addresses requested information. Letter indicates that the audit cycle is closed. No response required from the agency.